EPA Region 10
Quick Reference Guide for a Permittee to Create an Account and Request Access Using NetDMR
(For Signatory/Permit Administrator Roles)
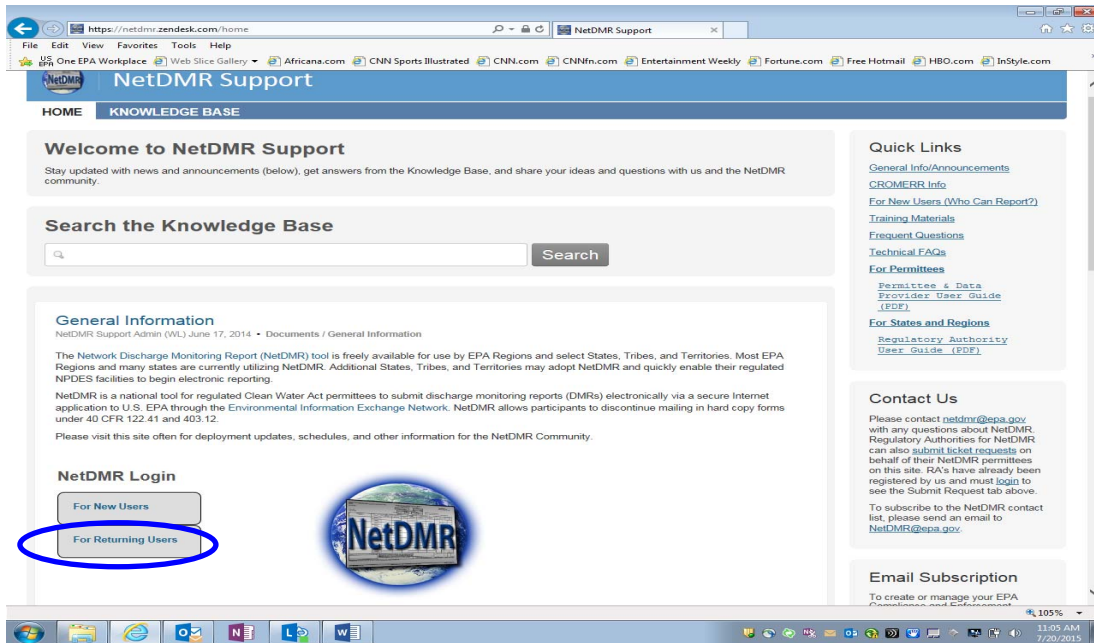
Creating an Account

Live (Production) Website–
www.epa.gov/netdmr

Please note that the **first** person creating an account for a facility in NetDMR must have the legal authority (i.e., be the Responsible Official as identified in 40 CFR 122.22) to sign permit applications, reports, and other permit-required submittals (e.g., DMRs), or alternatively, be someone who will be authorized/delegated in writing by the Responsible Official to sign DMRs (i.e., the Authorized Official) for the facility. The first person who establishes their account in NetDMR will be identified as the Signatory and will also be automatically given the **Permit Administrator, Edit,** and the **View** roles

Note: The Permit Administrator will have the responsibility for approving other individuals or outside data providers (such as labs) that will be assisting with NetDMR data entry or management at the facility. Please see the discussion on page 9 of this guidance for more information on the different roles and functions each permittee user type can have in NetDMR.

If you go the **Live Website** address, you should see the "**NetDMR Support**" page, where you can click on the NetDMR Login "**For Returning Users**" tab to get you to the "**NetDMR Welcome**" page. Once on the NetDMR Welcome page, click on the "**Select Regulatory Authority**" pull down menu and select the **EPA Region 10 - State** instance and click on "**Go**".

Once you are on the "NetDMR Welcome" Page:

We recommend that you **Check for your Permit Number** prior to creating an account. Most NPDES permits will be available for filing through NetDMR – however, some permits (e.g., stormwater multi-sector general permit) are still being added to NetDMR.
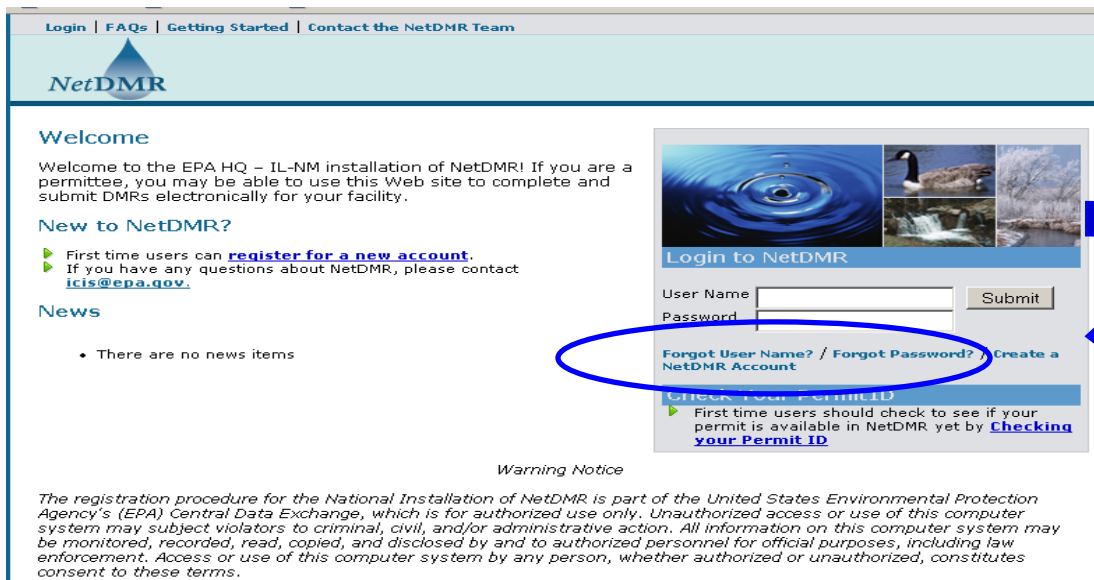
To do this click on the "**Checking Your Permit ID**" link

Enter a valid **9 digit** NPDES Permit ID.
Click on "**Check Permit ID**"

Rev2- 2/19/2016

NetDMR

Check Whether a Permit is Available for Reporting in NetDMR

Enter a Permit ID*   NM0022250   Check Permit ID

If the permit is **not** available for reporting in NetDMR, a message similar to below will appear.

NetDMR

Check Whether a Permit is Available for Reporting in NetDMR

The Permit ID 'NM0012345' is not available for reporting in NetDMR. Check another Permit ID or return to the **Login** page.

Enter a Permit ID*   NM0012345   Check Permit ID

If the permit is available you will receive a confirmation message similar to below.

NetDMR

Check Whether a Permit is Available for Reporting in NetDMR

The Permit ID 'NM0022250' is available for reporting in NetDMR. You may check another Permit ID or proceed directly to **Creating an Account**. If you already have a NetDMR account, **Login** now.

Enter a Permit ID*   NM0022250   Check Permit ID

Now you can create your account on the "NetDMR Welcome" Page

If you checked for your permit, click the "**Login**" tab on the top of the page to return to the "**NetDMR Welcome**" page. Once on the "**NetDMR Welcome**" page:

Click on either **"Register for a new Account"** or "**Create a NetDMR Account"**

You will be required to complete all the fields with an asterisk.

Note: you must select "**Permittee User**" for the "Type of User".
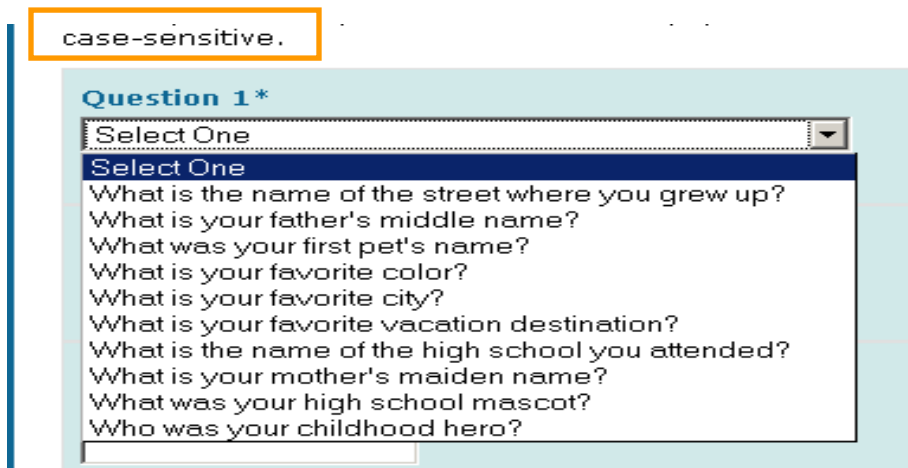

Next, answer the security questions. Choose from the list of questions and type in your answers. It's important that you remember your answers as you will be asked to respond to one of the questions at several points in the NetDMR process (i.e., to finish the

registration process, to electronically sign your DMRs, and to change your password every 90 days).

Here is the list of questions. **Remember your answers are case-sensitive**!

When you are done filling in all of the required fields, click "**Submit**"

Verify your responses displayed in the gray boxes. Make any necessary changes. Click on "**Verify**".

NetDMR

🌥 Verify NetDMR Account Request

ℹ️ **Please verify the information you entered below to create a NetDMR account.**

General Account Information

Email Address:	cathyperadm@yahoo.c
User Name:	
🔘 Use my email address as my user name	
⚪ Create my own user name	cathyperadm@yahoo.c
First Name:	Cathy PA
Last Name:	Bius
Telephone Number:	214-665-6456
Organization:	NM
Type of User:	Permittee User

Selected Security Questions

Question 1
| What was your first pet's name? ▾ | Dog |

Question 2
| What was your high school mascot? ▾ | Mascot |

A NetDMR Account Request message appears stating your request is being processed and you should receive an email within 24 hours.   Click "**OK**"

NetDMR

🌥 Confirm NetDMR Account Request

Thank you, cathyperadm@yahoo.com. Your NetDMR account creation request is being processed.

Within the next 24 hours, you should receive an email that includes a Web link. Click the link and follow the instructions on the page that is displayed to complete the account creation process. You will have 60 days to complete the account creation process. If you do not receive an email within the next 24 hours, please make sure the email has not been inadvertently blocked by a spam filter. Contact your regulatory authority for further assistance.
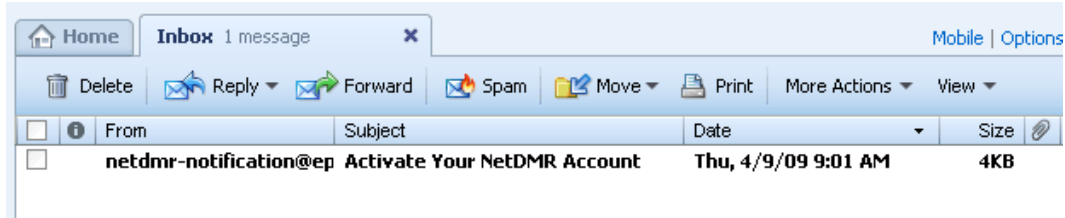
Thank you.

NetDMR Support

OK

Within the next 24 hours (but typically it's less than that) you should receive an email message from "**netdmr-notification**" (similar to below) that you need to open and read to finalize your account. **Note: you will have 60 days to complete the account creation process before the account becomes inactive**.

Email – Inbox

Open the email, and click (<u>Important, click only once!</u>) on the link to finalize your NetDMR account. If the link doesn't work, you may need to copy & paste this in your web browser to access the url.
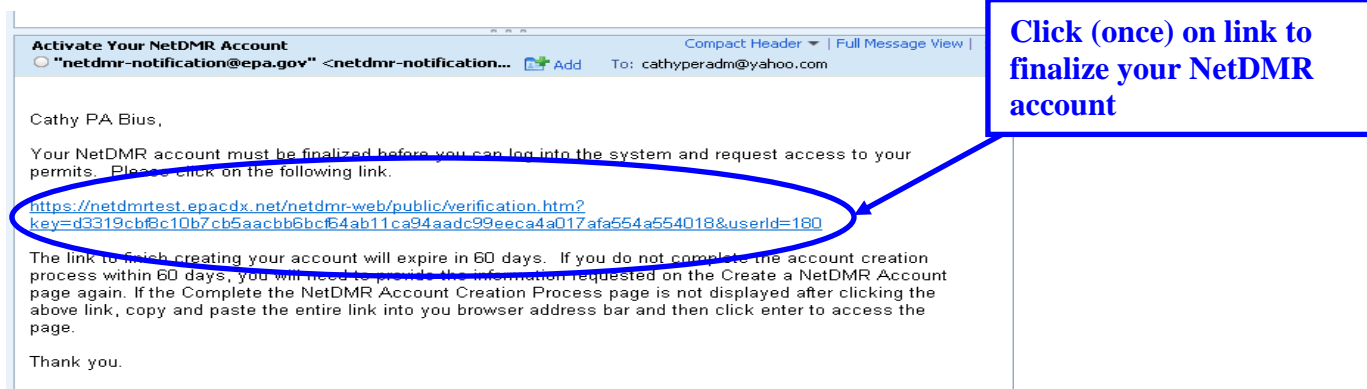

To Complete the NetDMR Account Creation Process, answer the required security question(s) and Create a Password.   Passwords can be 8 – 20 characters, alpha & numeric (the following Special Characters are ok "!", "@", "#", "$", "^", "&","+","=", "*"). <u>Passwords are also case sensitive</u>.

Click "**Submit**"

You should receive the following message: "**Your NetDMR Account has been created. Click [here to access the login page](#) and begin using NetDMR"**.
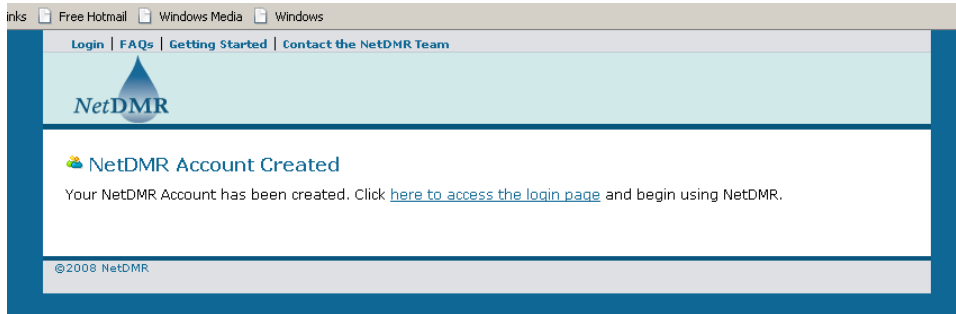
Congratulations !!! You have now successfully created your NetDMR account. You should shortly receive another email from "**netdmr-notification**" stating that your account has been finalized.
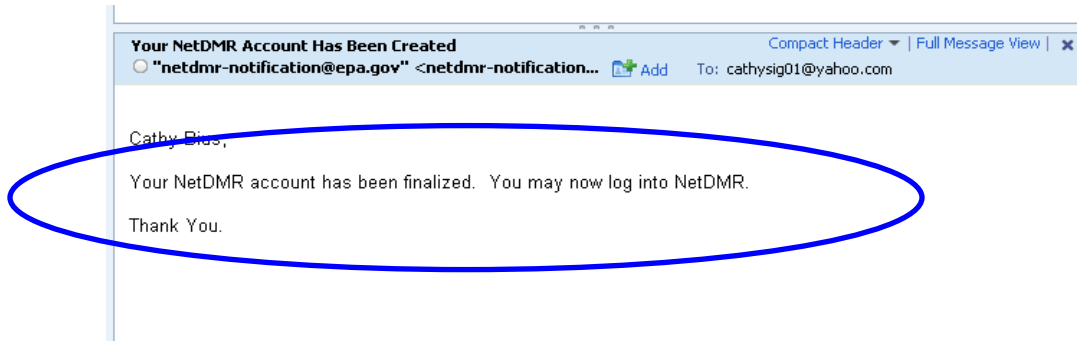
The next step is for the primary NetDMR user(s) (the individual(s) who will be identified as the Signatory/Permit Administrator Role) to "Request Access" to the permits that they will be using – See Next Page.

REQUESTING ACCESS

How do I decide what roles I will need and who will fill these roles?

Now that you have created a NetDMR account, the next step is to **Request Access** to the permits you will be using. You need to think about a couple of things before you do this such as who will be using NetDMR for your facility and what role each person will play in the data entry process. The **first** person creating an account for NetDMR must be a person that will be signing the DMRs (and will be identified as a **Signatory Role**). This person can be the **Responsible Official** (as identified in 40 CFR 122.22) with the authority to sign permit applications, reports, and other permit-required submittals or it can be the **Authorized Official** - someone who has been authorized in writing by the Responsible Official to sign DMRs. The person identified in NetDMR as the **Signatory Role** (**either the Responsible or Authorized Official**) will also automatically be given the **Permit Administrator** and the **View** Roles. The **Permit Administrator** will have the responsibility for approving other individuals or outside data providers (such as labs) that will be assisting with NetDMR data entry or management at the facility. These individuals could be given Permit Administrator, Edit, or View roles as shown in the table below. It is the responsibility of the first person identified as the **Permit Administrator Role** to approve access for these other users.

Permittee User Functions

User Type	Manage Access Requests	View DMRs	Download Blank DMRs	Edit / Import / Correct DMRs	Sign and Submit DMRs	Manage CORs	View Permits	View Users	Request Signatory Access	Request Administrator Access	Request Edit Access
View	▓			▓	▓	▓	▓	▓			
Edit	▓			▓							▓
Signatory	▓					▓	▓	▓	▓		▓
Signatory & Permit Administrator									▓	▓	▓
Permit Administrator & Edit				▓	▓					▓	▓
Permit Administrator & View				▓	▓	▓				▓	

To begin the process to **Request Access** to your specific permit go back to the "**NetDMR Welcome**" page (production website address noted on page 1 of this reference guide) and after selecting the correct instance for **EPA Region 10 - State**, Log In to NetDMR using your "**User Name**" and "**Password**".

After you have logged in, click on the "**Request Access**" tab located at the top of the page

Enter the 9 digit NPDES Permit ID and click the "**Update**" tab to see what roles are available for the permit selected.
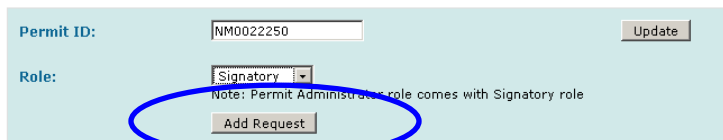
Select the appropriate user role for yourself from the "**Role**" drop down menu. Remember the first person creating an account must select (and have the authority) to be identified as the "**Signatory**" role. After you have identified the appropriate role click "**Add Request**".
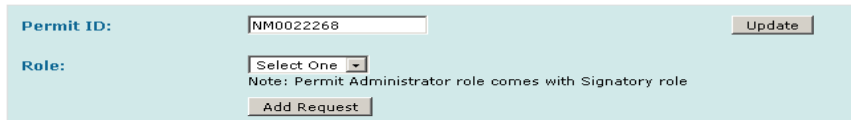
> **Note:** Until the first Signatory privilege is granted for a permit, no other user can be granted read/edit privileges for the permit.

A list of the permits you have requested access for will appear in the "**Access Requests**" section. You can request to "remove access" by checking on the red **X.** It's very important that you click on the "**Submit**" tab once you have completed your access request for all appropriate NPDES IDs.
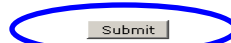
You will then be prompted in the next screen to provide additional information related to your **Signatory Role**.

The first question you must answer has to do with your relationship to the facility or facilities. The correct answer for most facilities when you click on the "**Select One**" pull down menu for this question is "**Facility**".

Next you must answer the question on how you derive your Signatory Authority. If you are a **Responsible Official** (for a Corporation this means that you are a Corporate Officer such as a president, secretary, treasurer or facility manager; or for a Municipality you are a principal executive officer or ranking elected official) **who can sign NPDES permit renewal applications** and DMRs then you need to select the first button which states "I have the authority to enter into this Agreement for the Permittee under the applicable standards".

If you are an **Authorized Official** – in other words you are being authorized by the Responsible Official to sign the DMRs for your facility then you need to select the second button which states "I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards". If you select the second button you will also need to fill in the Name, Title, and Phone Number of the Responsible Official who is giving you the Authority to sign the DMRs.

Once you've answered all of the questions and filled in the appropriate information, click "**Submit**"
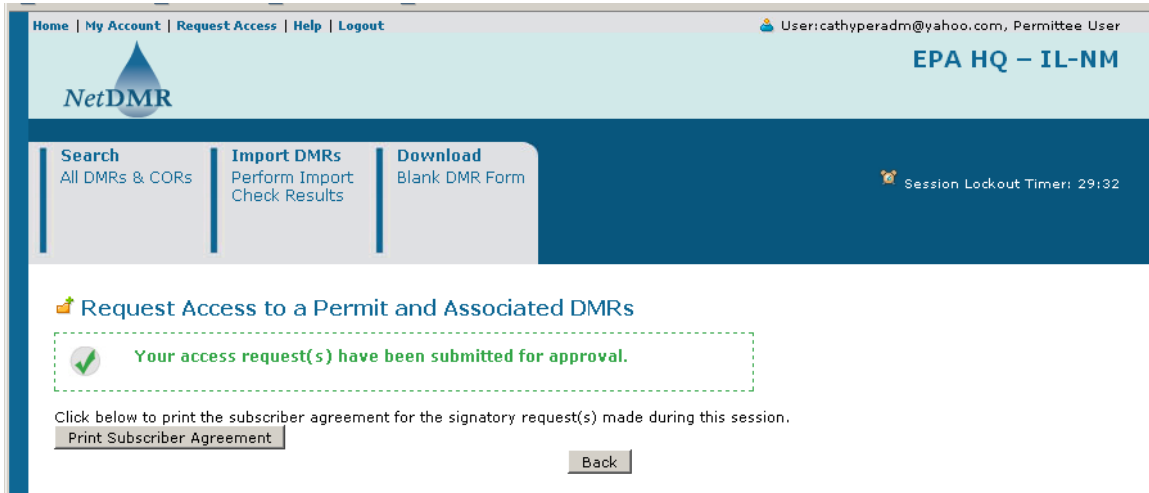

You will be asked to confirm the information submitted and shown in gray. Make any necessary changes and if the responses are correct Click "**Confirm**"

At this point your **Access Request** has been submitted **for approval** and you will need to wait for approval before you can access your electronic DMRs in NetDMR.

In the **Production Environment**, <u>please print out a copy of the subscriber agreement, fill the agreement out, sign it, and mail the original agreement back to the following address at EPA</u> (Fax'd copies of the agreement are not acceptable!!!):

<div align="center">

U.S. EPA, Region 10
Attn: Sharon Eng, OCE-101
1200 Sixth Avenue, Suite 900
Seattle, WA 98101

</div>

If there are multiple people at your facility that have signatory authority then each one will need to complete and submit a separate Subscriber Agreement to EPA. All Signatory Requests submitted by a facility will need to be approved by EPA prior to your entry of data into NetDMR.

You will receive a confirmation email from "**netdmr-notfication**" letting you know when your **Access Request** has been approved.
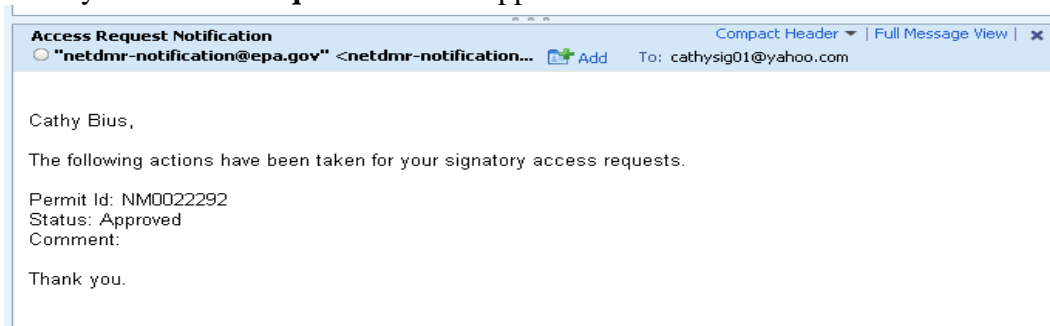
You can view and confirm that you have been given the "Signatory" rights by accessing "**My Account**" after **Log In** to NetDMR.
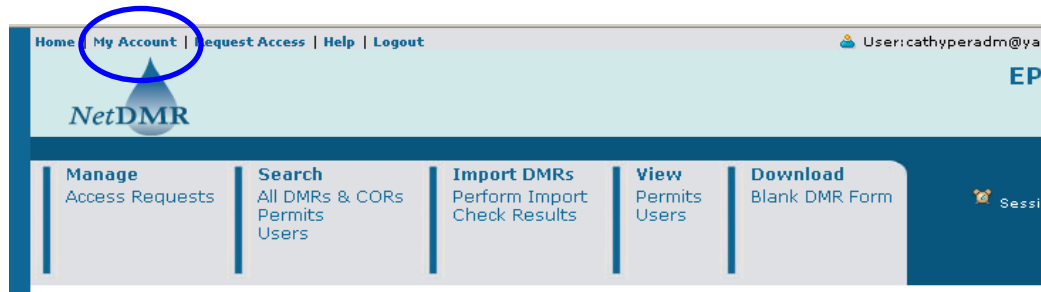
If you scroll down to the "**My Permits**" section you can view the types of access granted to you for each NPDES Permits under the "**Access Rights**" column. You are also able to access the Subscriber Agreement from this screen.

You can also view account information, view selected security questions, and view any pending access requests under the "**My Account**" tab.

Selected Security Questions

➕ Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.

My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

Showing 2 Permits

Permit ID	Access Rights	Access Status	Request Date	Update Date	Subscriber Agreement
NM0022250	Signatory	Pending	04/13/09 01:53 PM	04/13/09 01:53 PM	🖨
NM0022268	Signatory	Pending	04/13/09 01:53 PM	04/13/09 01:53 PM	🖨

If you need to edit any of the information shown in this section click on the "**Edit Account**" tab

NetDMR

Search	Import DMRs	Download	
All DMRs & CORs	Perform Import	Blank DMR Form	
	Check Results		🐞 Session Lockout Timer: 24:30

👤 **My Account**   ✏ **Edit Account**

Email:	cathyperadm@yahoo.com
User Name:	cathyperadm@yahoo.com
First Name:	Cathy PA

Along with basic information about your account, you will be able to change the security questions and/or answers and change your password. Please note that the **Lock Your Account** tab is only to be used when you believe your account may have been compromised or you no longer are planning to use NetDMR. Once this option has been selected your account can only be reopened by an EPA System Administrator.

Security Questions and Answers

➕ Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.

Change Your Password

Your password must be 8-20 characters and contain both letters and numbers.

Enter a new password:	[ ]	(case sensitive, 8-20 characters, both letters and numbers)
Enter your password again:	[ ]	

Lock Your Account

Locked accounts can not access NetDMR.

Lock Account	☐

[Save] [Cancel]

Once you receive your "Access Request Notification" approval email you are now ready to enter data into NetDMR and can also allow others to create and finalize their accounts and request access to your permit. The individual identified as the Permit Administrator will be able to approve or deny those access requests from others in your company or from outside Data Providers.

If you have any further questions about using NetDMR please feel free to email us at R10NetDMR@epa.gov or contact one of the following individuals:

Jason Rodriguez   (206) 553-8508 or rodriguez.jason@epa.gov
Sharon Eng   (206) 553-0705 or eng.sharon@epa.gov